



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of Administrative Services Regional Education Services Division Atlanta, GA 30334	Application Number <b>81-374</b>	
Application Number			Date Received <b>JUL 17 1981</b>	Date Completed <b>AUG 7 1981</b>
2. Person to Contact Mrs. Connie Hunt		Working Title Principal Secretary	Telephone Number 656-2446	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void <div style="text-align: right;"><u>DIVISION-WIDE COMMON</u></div>				
4. Dates of Series Earliest _____ Latest _____ To date _____		5. Records Series Title (followed by title used in office; if different)  REGIONAL DIRECTORS' SCHOOL SYSTEM FILES		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Regional Education Services Division is responsible for providing liaison services between the State Department of Education and the 187 local school systems and 16 CESAs (Cooperative Education Service Agencies). It provides monitoring in administrative areas dealing with State Board of Education policies and State laws; administers state school standards through on-site appraisal of standards applications; assists local school systems in the development of local facility plans; conducts pupil-teacher ratio and attendance audits; provides liaison services to accrediting agencies and principals' organizations; compiles school systems data for directories, school calendars, and the State legislature. These services are provided through the Division Director, 10 Regional Directors (located in offices throughout the state), and one administrator assigned to work with principals' organizations.				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: assisting local school systems by providing them with various state educational services and resources; conducting attendance audits; and monitoring State Board policies, state laws, and application of state school standards. Included are: copies of correspondence between local school systems and Regional Directors, local school systems and the division, and other DOE divisions and offices; financial data, school calendars, allotment sheets, transportation data and related reports pertaining to local school systems.  File is arranged: chronologically by calendar year; thereunder alphabetically by school system; thereunder alphabetically by subject.				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1-5 years.   |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Attendance Audits, Correspondence and Pupil/Teacher Ratios

Hold in current files area three (3) years; then destroy.

Facilities Plans (Capital Outlay) Files

Hold in current files area five (5) years; then destroy.

All other Regional Directors' School System Files

Hold in current files area one (1) year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	7/16/81	Walker L. Baumgardner	7-6-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	7-27-81
		Secretary of State/Designee	
		Attorney General/Designee	